

## Reimbursement of travel expenses

### Before travelling

1. Obtain your Head's approval for the travel you are planning. Mind the project you are involved in, because the trip can only be justified if your personnel costs are associated with one or several specific projects.

2. Contact the Project Office to know if your travel is eligible and for which project. In case of co-funded travels the traveller will provide the Project Office with the following information:

- Who is the \*co-funder: contact point and all the email exchange and information received

\*co-funder: and external organization pays for the entire or part of the trip

- The rules for reimbursement (this is important for IC3 because IC3 will advance most of the costs)
- A complete list of the items funded: per diem, transport, hotel, air/train tickets.

3. Contact the administration to ask for the preferred and most convenient tickets and the hotel to be purchased. Only travels made through the travel agency will be eligible. The only exception occurs when you are invited to a meeting and the external organization buys your ticket.

4. Contact human resources (HR) to let them know when you will be travelling.

Keep in mind that:

- You can ask for an advanced payment if needed. For that you should contact the administration well in advance of the mission. It is the traveller's responsibility to follow up on their advance payments.
- Remember to complete in the reimbursement form the "Advance received" box.
- It is highly recommendable to print out the fiscal information of IC3 and take a copy with you as it is the traveller's responsibility to bring the correct invoices, which for the hotel should contain the following information in the header of the bill:
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### Fundació Institut Català de Ciències del Clima

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**08005 Barcelona**

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- All employees that travel on a mission inside and outside Spain are covered by the employee medical insurance company: MC Mutual. Its telephone number is:
  - Inside Spain: 900 300 144
  - Outside Spain: 34 934 957 603
- If you travel outside the EU, an extra medical insurance will be purchased.
- Hotels will be booked by the travel agency after the traveller made a search, the result of which should be provided to the administration as soon as possible. This will save time and, in many cases, will be cheaper. The traveller is encouraged to use the list of accommodation recommended by the organisation of the event and expected to choose the lowest reasonable price.

□. If you need to submit abstracts, please follow the procedure of expenditure described on the IC3 wiki

[http://www.ic3.cat/wiki/index.php/Making\\_expenses\\_on\\_behalf\\_of\\_IC3](http://www.ic3.cat/wiki/index.php/Making_expenses_on_behalf_of_IC3)

## During the mission

When claiming expenses after a mission, please provide the IC3 administration with the documents listed below. Please, remember to keep all the receipts for the justification you need to perform after your mission.

- Boarding pass
- Original transport tickets (bus, subway, train, taxi, ...) to and from the airport/railway station. Remember that taxis should not be the first option to choose. Its use will have to be justified as no other option being available or as providing the best price.
- Original restaurant or meal tickets (if per diem is not provided)
- Original invoice of the accommodation (with the fiscal details of IC3 in the bill as described above)
- Information of the mission, which is applicable to all the trips funded with a project as well as for missions funded by RLD
  - Personal invitation

- Definitive agenda of the event
- Minutes of the event/notes of the meeting, preferably in the form of a mission report
- List of attendees
- Certificate of attendance, if provided
- Email exchanges about the event if it helps to assign the mission to a project
- Clear explanation of the aim of the event/meeting and the direct link with the project
- The presentation or poster made available on the CFU wiki
- **Important:** The correct acknowledgement of the presented material is fundamental
  - As stated in Annex II General Conditions *article II.30 Dissemination* (page 29) of each Grant Agreement, when acknowledging project funding in your publications and communications (poster, communication, and scientific publications), please use always the following wording:

For FP7 projects:

*"The research leading to these results has received funding from the [European Union] Seventh Framework Programme ([FP7/2007-2013] under grant agreement n° [xxxxxx])"*

- EUCLEIA (GA 607085)
- PREFACE (GA 603521)
- IS-ENES2 (GA 312979)
- SPECS (GA 308378)
- EUPORIAS (GA 308291)
- DENFREE (GA 282378)
- CLIMRUN (GA 265192)
- -INGOS: 284274
- TREE-RINGS & CLIMATE: PIOF-GA-2009-253277
- MEMENTO: PIOF-GA-2011-300727
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For the Spanish Ministry projects:

- PICA-ICE : "The research leading to these results has received funding from the MINECO, subprograma de proyectos de

investigación fundamental no orientada, convocatoria 2012, under the project CGL2012-31987”

- NEW INDIGO: “The research leading to these results has received funding from the MINECO, acciones de programación conjunta internacional, convocatoria 2013, under the project PCIN-2013-038”
- RESILIENCE : “The research leading to these results has received funding from the MINECO, subprograma de proyectos de investigación fundamental no orientada, convocatoria 2013, under the project CGL2013-41055-R

For private projects:

- RPI: The research leading to these results has received funding under the grant from the Risk Prediction Initiative at BIOS, under grant RPI2.0-2013-CARON

## After the mission: Justification, travel expenses reimbursement form

1. Fill in the travel form and do not forget to indicate:

The travel form can be found here <http://ic3.cat/wikicfu/index.php/Templates>

- The purpose of your mission, mentioning the project and the work package (if available) it is linked to. If it is linked to more than one, mention it. The destination (if there is more than one, mention it), and the actual dates of the travel. Make clear if you are entitled for a per diem, if authorized by the PI; otherwise, you will be reimbursed for restaurant and meal tickets. Add the total amount to be reimbursed to you (do not declare the expenses that have been paid by IC3 in this form). The traveller is responsible for making the follow up of the advance payments requested by them.
- In case the traveller travels to a country where the currency is not the euro, IC3 will calculate the corresponding exchange amount set by the European Central Bank of the day of the transaction. Exchange rates against your bank and ATM fees will not be reimbursed.

2. Add the documentation of the mission to the travel form.

If travelling by car, fill in the travel form as above and do not forget to indicate:

- Invoice of the car rental (only if not booked by IC3).
- Refuelling invoices (only when using a car rental, if you're using your own car you will receive a compensation of 0,29€/km).
- Google maps route (both ways from and to IC3).
- The amount paid for tolls and parking (if applicable), with the receipts. The total amount to be reimbursed to you.

## Important recommendations

- The documents mentioned above are required by the EC in FP7 projects, by the MINECO and by all major funding agencies.
- Remember to hand in the travel form and all the documentation within two weeks after your trip for your expenses to be eligible.
- Since credit card receipts are not considered a valid proof, they cannot be accepted as bill.

## Per diem policy

If authorized by the PI, the per diem will be calculated as follows,

- Inside Spain (only outside Barcelona province):
  - Overnight stay: 50 € (between 12 hours and 24 hours)
  - Half day: 25 € (between 6 hours and 12 hours)
- Abroad (only outside Spain):
  - Overnight stay: 90 € (between 12 hours and 24 hours)
  - Half day: 45 € (between 6 hours and 12 hours)
  -

For stays over a week, the AGAUR table will be used to calculate the compensation:

[http://www10.gencat.cat/agaur\\_web/generados/catala/home/recurs/doc/12114007-cat-2.pdf](http://www10.gencat.cat/agaur_web/generados/catala/home/recurs/doc/12114007-cat-2.pdf)

The common practice at IC3 is that each head of unit or laboratory decides the per diem policy or, if no per diem is provided, to cover the travel expenses via a reimbursement of expenses. At this moment, the policy of each unit regarding this matter is as follows:

- CFU: Per diem for stays under seven days (not working days) and AGAUR compensation for stays over eight days
- UDIC: The common practise is to claim the expenses for stays under seven days, unless the head of unit authorises the payment of per diem in justified cases for stays under seven days, and then the AGAUR compensation for stays over eight days.
- LAO: The common practise is to claim the expenses for stays under seven days, unless the head of laboratory authorises the payment of per diem in justified cases for stays under seven days, and then the AGAUR compensation for stays over eight days.

When the traveller has been provided with meals or the hotel includes breakfast

(only when there is written proof of it, e.g. in the hotel bill or the meeting agenda), the per diem will be reduced. The percentage of reduction of the per diem to be applied is:

- Breakfast: 10%
- Lunch: 45%
- Dinner: 45%

Note that if the organiser covers all meals, you will not be entitled to perceiving per diem.

When the traveller has been awarded some external contribution to the cost of the trip, and this contribution includes a per diem, the IC3 per diem will be reduced accordingly.

If the mission is extended beyond the days of the meeting for working purposes different from those that motivated attending the original meeting/event, the traveller must justify such extension with the usual documentation (invitation, certificate, acknowledgement, minutes, etc).

If the traveller wishes to extend the stay beyond the duration of the meeting for personal reasons, the cost of the transportation should not be higher than the cost of travelling on the dates of the meeting or event. If this is the case, the extra cost of the ticket will be taken from the per diem allocated to the traveller or, if it exceeds the per diem, charged to the traveller. If for the reason of extending the dates of the mission for personal reasons the traveller needs to check in any additional luggage, the traveller will assume this extra cost, if applicable. It is understood that no per diem or cost recovery will be provided for the extra days spent.

Transportation expenses:

- Metropolitan area transportation: the metropolitan area transportation is covered by the per diem, if applicable. Outside the metropolitan area, any other expense will be reimbursed if tickets are provided.
- The commute from your place of residence to the airport and from the airport to the final destination (hotel or event venue) and back will be reimbursed as another expense (whether the traveller receives a per diem or reimbursed on tickets). This applies only to the itinerary straight to and from the airport on the date that the flight/train is purchased and from the city where the meeting is held. For flights departing from Barcelona at or after 7 am taxi expenses will not be reimbursed.

- Taxis will be reimbursed only if it is the cheapest and most direct option.